<u>Reports</u>

Reports Available

You have the ability to run the following reports:

SCPRS User Reports
Contract Reports

Note: For other reports that are not available here, contact the SCPRS Administrator at scprsadministrator@dgs.ca.gov for assistance.

How to run SCPRS User Reports

Follow the steps below to run a SCPRS User Report:

Step	Action
1	While at the SCPRS Main Menu, click on the **Reports** link on the left side of the screen.
2	Select the link **SCPRS User Reports**
3	This report lists the user and contracts they have entered into SCPRS.
4	Click on the name of the user you want to view. Contract details will display.

How to run Contract Reports

There are a number of criterions you can use to run specific reports from contracts registered in the system. Follow the steps below:

Step	Action
1	While at the SCPRS Main Menu, click on the **Reports** link on the left side of the screen.
2	Click on **Contracts Reports** link.
3	The report screen appears displaying all the fields available for you to search by. Enter the data you want to search by.
4	Now select how you want to view the report. 1) List (displays a column list of contracts) 2) Summary (displays a brief summary of the contracts) 3) Detail (displays a complete detail of every field entered for this contract)

<u>Reports,</u> Continued

Report Format	You will need to determine if you want to:
	    1) View the report on screen
	    2) View the report in excel spreadsheet
	    3) View as text only
	
	Select the radio button next to the desired format

Get Report	Click on **Get Report** once you have determined how you want the report to be run. This may take a few minutes.
Printing Reports	Once you have displayed the report, you can print as you would any other document. Select **File** menu option and **Print.**